## **EEO ALTERNATIVE DISPUTE Employee or Applicant RESOLUTION (ADR) PROCESS START Equal Employment Equal Employment** LMS-CP-3905 Opportunity (EEO) Opportunity (EEO) Revision: E-3 Counselor Officer Elect to participate Objectives: in 60 day Review allegation -to resolve EEO issues informally at the lowest possible level Inform EEO Officer to determine if alternative dispute -to afford complainant a fair and legal recourse of ADR election appropriate for -to provide neutral representation for management and resolution (ADR) mediation process by signing complainants an Election Form -to insure a work environment free from unlawful discrimination -to meet the requirements of 29 CFR Part 1614 Original signed on file Appropriate? Approval Associate Director for Business Management Inform employee of ADR disapproval and **General Information** right to pursue Inform FFO Enter preissue using The following records are generated by this procedure and are Counselor of ADR complaint Yes discrimination maintained in accordance with CID 1440.7: counseling? disapproval complaints ADR File: process in -Election Form No accordance with -Settlement Agreement (if resolved) LMS-CP-3904 -If not resolved: **END** --Notice of Final Interview and Right to File Letter Identify ADR --NF 1355 participants (see Note 1) Note 1 Follow procedure In addition to complainant, alleged responsible Mediator management official, and mediator, in accordance with LMS-CP-3904 Select mediator participants may include complainant's Conduct and schedule a representative and/or representative from mediation to mediation Office of the Chief Counsel. negotiate the conference dispute **END** (see Note 2) Note 2 Mediators are selected from a pool of local certified mediators unaffiliated with Langley. Resolution? No Issue the Final Inform the EEO Notify the EEO Interview and Counselor of non-Officer of non-Notice of Right to File Letter to the resolution resolution employee Coordinate the preparation of a Settlement File formal Retain original Agreement with complaint? copy of the the Office of the Settlement Chief Counsel Yes Agreement, send (OCC) and/or other copies to the Submit NF 1355 to organizations as complainant, NASA appropriate, obtain NASA HQ, and Headquarters (HQ) appropriate END the OCC for processing in signatures and accordance with forward to the EEO 29 CFR Part 1614 Officer To next page From next

Page 1 of 2
Verify correct revision before use by checking the LMS Web Site

page

